

**DEPARTMENT OF HEALTH AND FAMILY SERVICES
DIVISION OF HEALTH CARE FINANCING
ADMINISTRATOR'S MEMO SERIES**

NOTICE: 05-08

DATE: 9/21/05

DISPOSAL DATE: Ongoing

RE: Time Tracking for Work
Effort For Hurricane Katrina
Evacuees

To: County Departments of Human Services Directors
County Departments of Social Services Directors
Tribal Chairpersons/Human Services Facilitators
Tribal Economic Support Directors

From: Mark B. Moody
Administrator
Division of Health Care Financing

PURPOSE

This memo provides advice to local IM agencies about recording their work effort assisting victims of Hurricane Katrina.

INTRODUCTION

Thank you to all IM agencies for your efforts to assist victims of Hurricane Katrina in receiving benefits for IM programs. DHFS is committed to assisting all families who have arrived in Wisconsin after evacuating from the disaster areas.

FUNDING AND TIME REPORTING

DHFS has not yet received official guidance from the federal agencies responsible for Income Maintenance programs regarding enhanced federal reimbursement for services to Hurricane Katrina evacuees. We have not received instructions on how to claim federal reimbursement for work associated with the Hurricane Katrina evacuees. However, in the event that enhanced federal funding is provided to states, it will be important to have adequate documentation to substantiate any claims. DHFS is committed to passing through any enhanced federal reimbursement for appropriate costs incurred by IM agencies in providing services to evacuees.

At this time, DHFS is advising that IM agencies track the work effort of IM staff in assisting Hurricane Katrina evacuees through 100% time reporting. Agencies may wish to identify key staff working on this effort for 100% time reporting. If your agency already completes 100% time reporting for your staff, you may wish to use your current time sheet and identify hours spent assisting Katrina evacuees. If your agency does not complete 100% time reporting, a sample form (Attachment 1) is attached for your information and optional use.

Additional information from DHFS is provided in Attachment 2. DHFS will continue to provide updates as information becomes available.

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